SOLENT
Academies Trust

Littlegreen Academy

Our vision is that all pupils at Littlegreen Academy will grow to be confident adults who communicate well, so that they can live healthy, happy, and successful lives

Extreme Weather Policy

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1. Statement of Intent

It is the aim of Littlegreen Academy to remain open during extreme weather conditions, when practically possible, providing that this can be done in a safe manner.

Littlegreen Academy intends to, wherever possible, make the decision to close the academy before the teaching day commences, rather than defer the decision and delay the opening of our academies.

Extreme weather can be described as extreme heat, snowfall and ice, severe winds or heavy rain and flooding.

2. Purpose

The purpose of this policy is:

- To make the appropriate procedures clear, in relation to operating the academy during extreme weather conditions.
- To make clear the grounds for an academy closure due to extreme weather conditions.
- To advise and inform staff and parents/carers of the systems and procedures in place in the event of an academy closure due to extreme weather conditions.
- This policy should be read in conjunction with the Equalities policy.

3. Decision to close

The overall decision to close the academy will be made by the Executive Principal.

The Executive principal and Head of school will consultant with the Site Team, Chief Executive Officer, Chief Finance and Operations Officer prior to deciding about the academy closure.

In the absence of the Executive Principal, the Head of School will assume the responsibility in relation to the Extreme Weather Policy.

The academy will be closed if one or more of the following conditions apply:

- Local Authority have advised that they unable to provide safe transportation of the pupils.
- Conditions on site are unsafe and are likely to present danger to users of the site.
- Staff numbers are insufficient for the academy to be operated safely.

In the event of the academy closure:

- The Admin Team will inform staff and parents/carers via parent mail / text message.
- The Admin Team will inform the WSCC transport team and all transport providers / drivers.
- The Admin Team will post an update on the academy website and Facebook page.
- The site team will inform the WSCC emergency school closure team. emergencyschoolclosures@westsussex.gov.uk
- The Trust Estates Lead will contact the Leaders for each of the central teams and make them aware of the closure. The Leader can update their team accordingly.

In the event of the academy having to close during the day, parents/carers will be contacted via text message or telephone, using the number provided on the emergency contacts list, and asked to collect their child from the academy.

A closure of the academy during the day and an early release of staff will only be considered in extreme circumstances.

4. Remaining open in extreme weather conditions

If the academy remains open when there has been snowfall or the site is icy, the site team will place health and safety caution signs to warn users of the increased hazards on site.

All pathways, wherever practically possible, will have been cleared and gritted.

A notice will be erected to inform that vehicles and pedestrians entering the academy grounds do so at their own risk.

All persons entering the academy buildings are asked to ensure they wipe their feet thoroughly, to reduce slip hazards.

5. Health and safety

Littlegreen Academy has a duty of care to anyone accessing the site and surrounding grounds.

Solent Academies Trust will be liable if it is found that the academy has been negligent in its responsibilities and has not taken all reasonable measures, given the circumstances, to ensure the health and safety of pupils, staff, visitors, and parents/carers entering the academy site.

The Head of school is responsible for ensuring safety on the academy site, in accordance with the academy's health and safety policies and procedures.

Staff, visitors, and parents/carers have the personal responsibility to express caution and take responsibility for their own health and safety whilst on the academy grounds.

- Individuals must take responsibility for the health and safety of any children under their supervision.
- If anyone believes that the site is unsafe, it is advised that they do not enter the academy grounds.

In the event of extreme weather conditions, the site team will assess the academy site and inform the Head of School by 7.00am of the state of the site.

A risk assessment of the site will be conducted to assess any potential hazards due to the weather conditions. These risk assessments will be stored on iAM Compliant.

Closing the academy is a reasonable decision if pupils or staff are at risk of serious injury due to the weather conditions.

When roads are impassable, the health and safety issue is overridden by the practical issue of access.

6. Limited staff numbers

During periods of extreme weather conditions, the academy will be flexible with teaching when subject to reduced staff numbers.

In order to comply with health and safety regulations, different age groups may be brought together to be taught under the supervision of the available teachers and support staff.

- No maximum class size limits are set out; however adequate staff are required to ensure the safety of our pupils and staff.

The academy will continue to strive to provide high quality education in the given circumstances.

7. Attendance statistics

Where the academy is officially closed, all absence is registered as authorised.

When a pupil cannot attend the academy due to extreme weather conditions, the pupil will be marked in the register as having an authorised absence and will therefore not affect the academy's attendance statistics.

If the Head of School believes the pupil could have safely made it to the academy but did not attend, the pupil will be marked in the register as having an unauthorised absence.

Parents/carers acting on the assumption that the academy would be closed, without gaining confirmation, or failing to inform the academy of the circumstances that prevent the child attending will risk their child's absence being registered as an unauthorised absence.

8. Exam disruption

If the academy must close, or if a child misses an exam due to extreme weather conditions, the academy will make alternative arrangements with the relevant awarding body.

The academy takes full responsibility for informing parents/carers and pupils of any agreed changes concerning an examination in extreme weather conditions. This includes:

- Using alternative venues.
- Exam results being generated by the awarding body, based on other assessments in the same subject.
- The opportunity for the pupil to sit any missed exam later in the year.

9. Emergency plan

In the case of an emergency, the academy will follow the procedures set out in the Academy Emergency Plan.

10. Procedures for 'working at home' extreme weather day.

Staff will be in touch with parents via email or phone call in the morning with instructions for the day.

Activities will be personalised to the needs of the child and their resources at home.

If the extreme weather lasts for longer than 1 day a structured home learning plan will be put in place communicated via teacher email.

11. Monitoring and review

The effectiveness of the Extreme Weather Policy will be monitored by the Trust estates Lead and any necessary amendments will be made during review.